



Spring BEDS Training

Host: Marlene Dorenkamp
or
Mike Baethke

Division of Communication
&
Information Services

Iowa Department of Education



Opening
May 06, 2013





Reporting School Minutes



Iowa Department of Education Spring BEDS



IOWA. Education Essentials for Tomorrow. Today.

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Indianola Comm School District - Indianola High School

District: 3114 School: 0109

District Phone: 515-961-9500

Building Phone: 515-961-9510

[Contact Us](#)

Timeout in 19 min 6 sec [Exit Spring BEDS](#)

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Annual Minutes

	2012 - 2013	2013-14
Annual Full Day Minutes (calculated)	61060	61060
Annual Partial Day Minutes	13320	13320
Annual PTC Comp. Day Minutes (calculated)	860	860
Annual Transition Minutes	5340	5340
Annual Lunch Minutes	5340	5340
Annual Student/Teacher Contact Minutes	63700	63700

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Indianola Comm School District - Indianola High School

District Phone: 515-961-9500

Contact Us

District: 3114 School: 0109

Building Phone: 515-961-9510

Timeout in 12 min 5 sec

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School Minutes Collection

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Attention: The Additional Learning Time section of the School Minutes Form will only be viewable by Persistently Lowest Achieving Schools. All schools must fill out the other parts of the School Minutes form.

Building Data: Full Day Minutes

How many full student contact days are scheduled in this building?

142

How many minutes are in the full day?

430

Example: A 6 hour 30 minute school day = 390 minutes

Building Data: Partial Day Minutes

How many partial student contact days are scheduled in this building?

36

Calculate the total school year minutes included for partial student contact days on an annual basis:

13320

Note: Calculate the total minutes for each partial day bell schedule used in the building. The sum of these totals is the reported minutes for partial school days.

Building Data: Transition Minutes

Indicate the total number of minutes allocated for transition time at the building level on an annual basis:

5340

Note: If students have seven transition times during a typical day and if each transition is four minutes in length, then the total transition time for a typical day would be 28 minutes. Based on 178 student contact days, the annual minutes would be reported at 4984. Transition time at the elementary may vary depending on the number and type of transitions that occur on a daily basis.

Building Data: Lunchtime Minutes

Indicate the total number of minutes allocated for lunch at the building level on an annual basis:

5340

Example: If a typical lunch period is 25 minutes in length, determine the number of days lunch is served. The product of this calculation is the number of reported minutes (e.g. $25 \times 178 = 4450$).

Building Data: Release Time - Parent Teacher Conferences

Enter the number of days staff were released annually to compensate for time devoted to parent/teacher conferences that were held beyond the regular school day:

2

Think About:
What impact
does each have
on the total of
instructional
minutes?

Days Per Quarter

1st Quarter:
(Aug 22 – Oct 24) =45
2nd Quarter:
(Oct 25 – Jan 6) =45
3rd Quarter:
(Jan 9 – Mar 21) =45
4th Quarter:
(Mar 22 – May 25) =45
Total: =180

Full Professional Dev. Days

Aug 17, 18, 19
Nov 16 Feb 10
May 9 May 29 (work day)

2:30 Early Dismissal Days

Sept 26 Nov 23
Dec 22 Feb 27
Apr 5

1:00 Early Dismissal Days

Aug 22, 23, 24
Sept 21 Oct 19
Dec 14 Jan 18
Mar 21 Apr 18

Parent Teacher Conferences

Sept 26 & Sept 29
(Sept 30 Teacher Comp Day)
Feb 27 & Mar 1
(Mar 2 Teacher Comp Day)

Holidays (paid in bold)

Labor Day (9/5)
Thanksgiving Day (11/24)
Christmas Day (12/25)
New Year's Day (1/1)
M.L. King Jr. Day (1/16)
President's Day (2/20)
Easter Sunday (4/8)
Memorial Day (5/28)

Order of Snow Make-up Days

1. Jan 16
2. Feb 20
3. May 29

Commencement

May 20

Teacher Contract Days (191)

178 Student Days
5 Paid Holidays
6 Pro. Dev. Days
2 PTC Comp Days

August 8							Student Days
M	T	W	Th	F	S	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	0
22	23	24	25	26	27	28	5
29	30	31					3
September 21							
5	6	7	8	9	10	11	2
12	13	14	15	16	17	18	5
19	20	21	22	23	24	25	5
26	27	28	29	30	31		5
October 21							
3	4	5	6	7	8	9	5
10	11	12	13	14	15	16	5
17	18	19	20	21	22	23	5
24	25	26	27	28	29	30	5
31							1
November 19							
1	2	3	4	5	6	7	4
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	5
22	23	24	25	26	27	28	3
29	30						3
December 16							
5	6	7	8	9	10	11	2
12	13	14	15	16	17	18	5
19	20	21	22	23	24	25	4
26	27	28	29	30	31		
January 21							
2	3	4	5	6	7	8	5
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	4
23	24	25	26	27	28	29	5
30	31						2
February 19							
6	7	8	9	10	11	12	3
13	14	15	16	17	18	19	5
20	21	22	23	24	25	26	4
27	28	29	30				3
March 17							
5	6	7	8	9	10	11	2
12	13	14	15	16	17	18	5
19	20	21	22	23	24	25	5
26	27	28	29	30	31		5
April 20							
2	3	4	5	6	7	8	4
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	5
30	31						1
May 16							
7	8	9	10	11	12	13	4
14	15	16	17	18	19	20	5
21	22	23	24	25	26	27	3
28	29	30	31				

State Code
180 Days

Date	Event
Aug 17, 18, 19	Full Professional Dev. Days
Aug 22 - Oct 24	1 st Quarter
Oct 25 - Jan 6	2 nd Quarter
Jan 9 - Mar 21	3 rd Quarter
Mar 22 - May 25	4 th Quarter
Sept 26 & Sept 29	Parent Teacher Conferences
Sept 30	Teacher Comp Day
Oct 19	1:00 Dismissal, Pro.Dev.
Oct 24	End 1 st Qtr. (45 days)
Nov 1	Election day
Nov 16	No School, Pro.Dev.
Nov 23	2:30 Dismissal
Nov 24-25	Thanksgiving Holiday (No School)
Dec 14	1:00 Dismissal, Pro.Dev.
Dec 22	2:30 Dismissal
Dec 23-30	Winter Break (No School)
Dec 25	Christmas (No School)
Jan 1	New Year's Day
Jan 6	End 2 nd Qtr. (45 days)
Jan 16	Martin Luther King Day (No School)
Jan 16	1 st Snow Make-Up Day
Jan 18	1:00 Dismissal, Pro.Dev.
Feb 10	No School, Pro.Dev.
Feb 20	President's Day (No School)
Feb 20	2 nd Snow Make-Up Day
Feb 27	PTC (4:00-8:00 pm) (2:30 Dismissal)
Mar 1	PTC (4:30-8:00)
Mar 2	Comp Day
Mar 12-16	Spring Break (no school)
Mar 21	End 3 rd Qtr. (45 days)
Mar 21	1:00 Dismissal, Pro.Dev.

Total Number
of
Student
Contact Days

Master Calendar 2013-14

* Start with this document!

Days Per Quarter

1st Quarter:
(Aug 22 – Oct 24) =45
2nd Quarter:
(Oct 25 – Jan 6) =45
3rd Quarter:
(Jan 9 – Mar 21) =45
4th Quarter:
(Mar 22 – May 25) =45
Total: =180

Full Professional Dev. Days

Aug 17, 18, 19
Nov 16 Feb 10
May 9 May 29 (work day)

2:30 Early Dismissal Days

Sept 26 Nov 23
Dec 22 Feb 27
Apr 5

1:00 Early Dismissal Days

Aug 22, 23, 24
Sept 21 Oct 19
Dec 14 Jan 18
Mar 21 Apr 18

Parent Teacher Conferences

Sept 26 & Sept 29
(Sept 30 Teacher Comp Day)
Feb 27 & Mar 1
(Mar 2 Teacher Comp Day)

Holidays (paid in bold)

Labor Day (9/5)
Thanksgiving Day (11/24)
Christmas Day (12/25)
New Year's Day (1/1)
M.L. King Jr. Day (1/16)
President's Day (2/20)
Easter Sunday (4/8)
Memorial Day (5/28)

Order of Snow Make-up Days

1. Jan 16
2. Feb 20
3. May 29

Commencement

May 20

Teacher Contract Days (191)

178 Student Days
5 Paid Holidays
6 Pro. Dev. Days
2 PTC Comp Days

August 8					Student Days
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	0
22	23	24	25	26	5
29	30	31			3
September 21					
		1	2	2	
5	6	7	8	9	4
12	13	14	15	16	5
19	20	21	22	23	5
26	27	28	29	30	5
October 21					
3	4	5	6	7	5
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	28	5
31					1
November 19					
1	2	3	4	4	
7	8	9	10	11	5
14	15	16	17	18	4
21	22	23	24	25	3
28	29	30			3
December 16					
5	6	7	8	9	5
12	13	14	15	16	5
19	20	21	22	23	4
26	27	28	29	30	
January 21					
2	3	4	5	6	5
9	10	11	12	13	5
16	17	18	19	20	4
23	24	25	26	27	5
30	31				2
February 19					
6	7	8	9	10	4
13	14	15	16	17	5
20	21	22	23	24	4
27	28	29			3
March 17					
		1	2	2	
5	6	7	8	9	5
12	13	14	15	16	0
19	20	21	22	23	5
26	27	28	29	30	5
April 20					
2	3	4	5	6	4
9	10	11	12	13	5
16	17	18	19	20	5
23	24	25	26	27	5
30					1
May 20					
1	2	3	4	4	
7	8	9	10	11	4
14	15	16	17	18	5
21	22	23	24	25	3
28	29	30	31		

Date Events

Aug 17,18,19 Professional Development
Aug 22 1st day of school
Aug 22,23,24 1:00 Dismissal, Pro.Dev

Sept 5 Labor Day (No School)
Sept 13 School Election
Sept 21 1:00 Dismissal, Pro.Dev.
Sept 26 PTC (4:00-8:00 pm)
(2:30 Dismissal)
Sept 29 PTC (4:30-8:00 pm)
Sept 30 Comp Day

Oct 19 1:00 Dismissal, Pro.Dev.
Oct 24 End 1st Qtr. (45 days)

**Scheduled
Early Dismissal
and/or
Late Start =
14 Days**

Jan 6 End 2nd Qtr. (45 days)
Jan 16 Martin Luther King Day (No School)
Jan 16 1st Snow Make-Up Day
Jan 18 1:00 Dismissal, Pro.Dev.

Feb 10 No School, Pro Dev
Feb 20 President's Day (No School)
Feb 20 2nd Snow Make-Up Day
Feb 27 PTC (4:00-8:00 pm)
(2:30 Dismissal)

Mar 1 PTC (4:30-8:00)
Mar 2 Comp Day
Mar 12-16 Spring Break (no school)
Mar 21 End 3rd Qtr. (45 days)
Mar 21 1:00 Dismissal, Pro.Dev.

**Compensation
time for
Parent/Teacher
Conferences =
2 Days**

Master Calendar 2012-13

*** Start with this document!**



Full Day Minutes

*** Bell-to-Bell
Minutes**

<u>Hrs. Per Day</u>	<u>Minutes</u>
5.5	330
6.0	360
<u>6.5</u>	<u>390</u>
7.0	420
7.5	450

*** From Start of First to End of Last**

Full Day Minutes

School Minutes Collection

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$$178 - 14 = 164$$

Building Data: Full Day Minutes

How many full student contact days are scheduled in this building?

164

How many minutes are in the full day?

Include lunch minutes and passing time in this total.

Example: A 6 hour 30 minute school day = 390 minutes

390

Number of days students start at the regular time and are dismissed at the regular time.

Total Bell to Bell Minutes

Full Day Minutes

School Minutes Collection

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Building Data: Full Day Minutes

How many full student contact days are scheduled in this building?

164

How many minutes are in the full day?

Include lunch minutes passing time in this total.

Example: A 6 hour 30 minute school day = 390 minutes

390

Total number of minutes in a full student day.

Example –
6.5 Hrs. =
390 Minutes

Total Bell to Bell Minutes

Full Day Minutes

School Minutes Collection

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Building Data: Full Day Minutes

How many full student contact days are scheduled in this building?

164

**Total annual full day minutes
will be calculated by the
application.**

How many minutes are in the full day?

390

Example: A 6 hour 30 minute school day = 390 minutes



Partial Day

Bell-to-Bell Minutes

<u>Type</u>	<u>#</u>	<u>Hr.</u>	<u>Minutes</u>
Full	164	6.5	63960
* Partial	5	5.5	1650
* Partial	9	4.5	2430
Totals	178		68040

* * Calculated by District

Partial Day Minutes

Building Data: Partial Day Minutes

How many partial student contact days are scheduled in this building?

1:30 p.m. Dismissal = 5 Days
2:30 p.m. Dismissal = 9 Days

14

Calculate the total school year minutes included for partial student contact days on an annual basis:

The district must calculate the cumulative total for all early dismissals.

4080

Note: Calculate the total minutes for each partial day bell schedule used in the building. The sum of these totals is the reported minutes for partial school days.



Transition Minutes

Transition Minutes

<u>Tran.</u>	<u>Lth.</u>	<u>Total</u>	<u>Days</u>	<u>Annual</u>
8	4	32	178	5696
7	4	28	178	4984
6	4	24	178	4272
5	4	20	178	3560
4	4	16	178	2848

* Adjust for partial day schedules as needed.

Transition Minutes

Building Data: Transition Minutes

Indicate the total number of minutes allocated for transition time at the building level on a

annual basis

4984

Note: If students have seven transition times during a typical day and if each transition is four minutes in length, then the total transition time for a typical day would be 28 minutes. Based on 178 student contact days, the annual minutes would be reported at 4984. Transition time at the elementary may vary depending on the number and type of transitions that occur on a daily basis.

The district must calculate the cumulative total for all full and partial day schedules.

Transition Time

	<u>Bell Schedule</u>	<u>Instructional</u>	<u>Transition</u>	<u>Lunch</u>
Period 1	8:10 - 8:53	43		
Transition	8:53 - 8:57		4	
Period 2	8:57 - 9:40	43		
Transition	9:40 - 9:44		4	
READ	9:44 - 10:04	20		
Transition	10:04 - 10:08		4	
Period 3	10:08 - 10:51	43		
Transition	10:51 - 10:54		3	
Lunch	10:54 - 11:24			30
Transition	11:24 - 11:28		4	
Period 4	11:28 - 12:10	42		
Transition	12:10 - 12:14		4	
Period 5	12:14 - 12:58	44		
Transition	12:58 - 1:02		4	
Period 6	1:02 - 1:46	44		
Transition	1:46 - 1:50		4	
Period 7	1:50 - 2:33	43		
Transition	2:33 - 2:37		4	
Period 8	2:37 - 3:20	43		
Totals		365	35	30

Transition Minutes

Building Data: Transition Minutes

Indicate the total number of minutes allocated for transition time at the building level on a

annual basis

4984

Note: If students have seven transition times during a typical day and if each transition is four minutes in length, then the total transition time for a typical day would be 28 minutes. Based on 178 student contact days, the annual minutes would be reported at 4984. Transition time at the elementary may vary depending on the number and type of transitions that occur on a daily basis.

The district must calculate the cumulative total for all full and partial day schedules.



Lunch Minutes

Lunch Minutes

<u>Day</u>	<u>Minutes</u>	<u>Days</u>	<u>Annual</u>
Full – 6.5	25	164	4100
Partial – 5.5	22	5	110
Partial – 4.5	20	9	180
Totals		178	4390

* Adjust for partial day schedules as needed.

Bell Schedule - A

	<u>Bell Schedule</u>	<u>Instructional</u>	<u>Transition</u>	<u>Lunch</u>
Period 1	7:55 - 8:40	45		
Transition 1	8:40 - 8:45		5	
Period 2	8:45 - 9:30	45		
Transition 2	9:30 - 9:35		5	
Period 3	9:35 - 10:20	45		
Transition 3	10:20 - 10:25		5	
Period 4	10:25 - 11:10	45		
Transition to Lunch			0	
Lunch	11:10 - 11:40			30
Transition to Lunch			0	
Period 5	11:40 - 12:35	55		
Transition 5	12:35 - 12:40		5	
Period 6	12:40 - 1:25	45		
Transition 6	1:25 - 1:30		5	
Period 7	1:30 - 2:15	45		
Transition 7	2:15 - 2:20		5	
Period 8	2:20 - 3:05	45		
	Total	370	30	30

Classes/Split Lunch

11:10a - 11:40a	11:40a - 12:35p		Minutes
A Lunch = 30 minutes	Class = 55 minutes		55
11:15a - 11:45a	11:45a - 12:10p	12:10p - 12:40p	
Class = 30 minutes	B Lunch - 25 minutes	Class = 30 minutes	60
11:15a - 12:10p	12:10p - 12:40p		
Class = 55 minutes	C Lunch = 30 minutes		55

Lunch Minutes

Building Data: Lunchtime Minutes

Indicate the total number of minutes allocated for lunch at the building level on an annual basis:

4450

Example: If a typical lunch period is 25 minutes in length, determine the number of days lunch is served. The product of this calculation is the number of reported minutes (e.g. $25 \times 178 = 4450$).

The district must calculate the cumulative total for lunch minutes based on the actual number of days lunch is served.
(e.g. 178 Student Contact Days)



Release Time

Released Time

Building Data: Release Time – Parent Teacher Conferences

Enter the number of days staff were released annually to compensate for time devoted to parent/teacher conferences that were held beyond the regular school day:

2

Instructional Minutes

Iowa Department of Education - Spring BEDS: Minutes...

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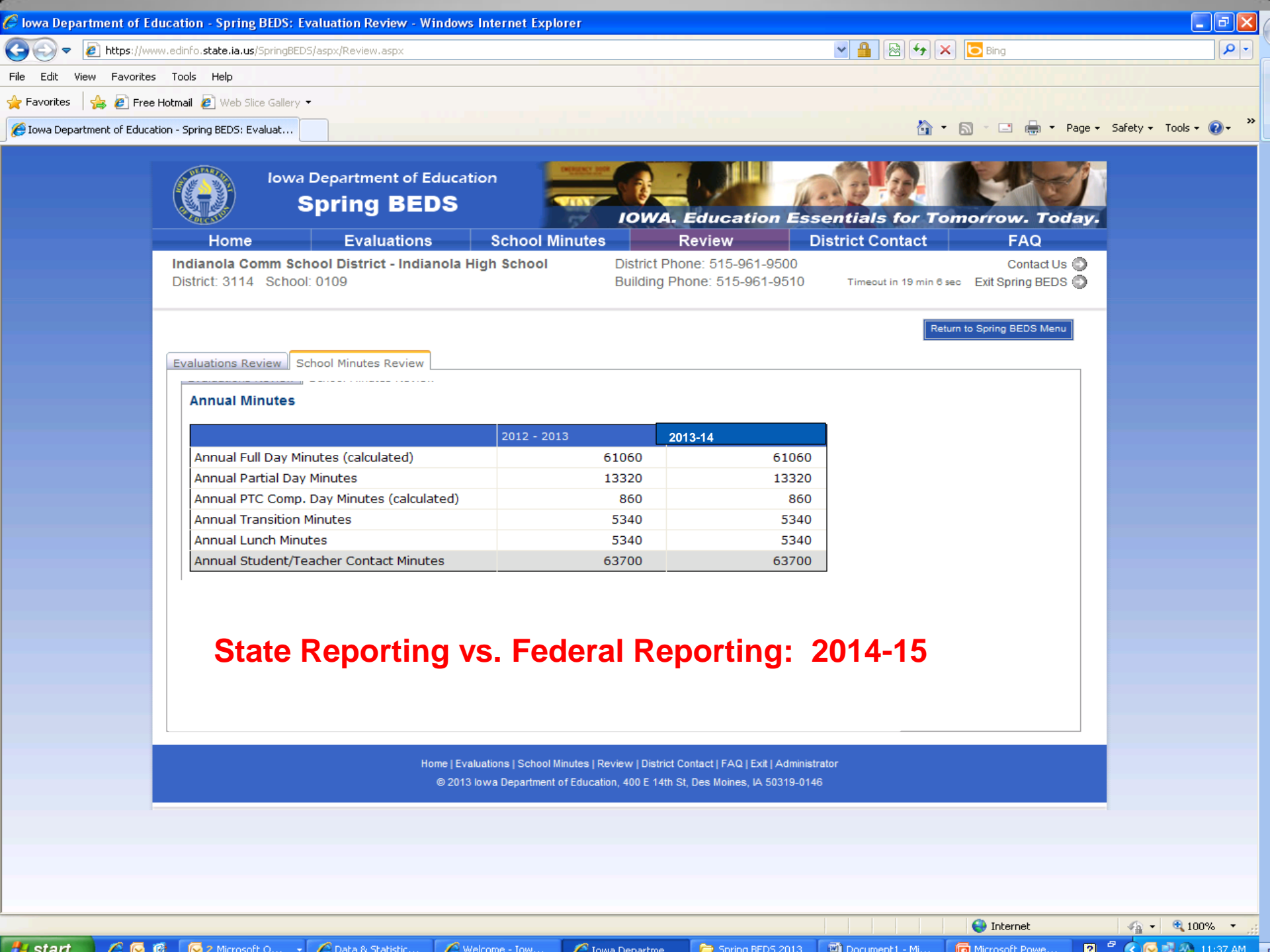
Annual Instructional Minutes

Total Days Reported: 180

2013-2014 Projected Minutes	
Full Student Contact Days	164
Full Day Minutes	390
Partial Student Contact Days	14
Annual Partial Day Minutes	4080
Annual Transition Minutes	4984
Annual Lunch Minutes	4450
Parent/Teacher Conference Comp Days	2

[Submit School Minutes](#)

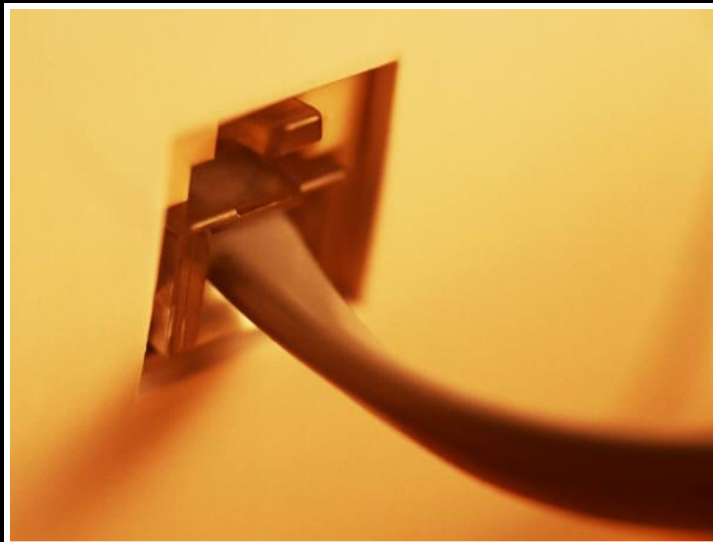
Review data to ensure that totals reflect annual projected days/minutes for the 2013-14 school year.





Certify By
June 14, 2013



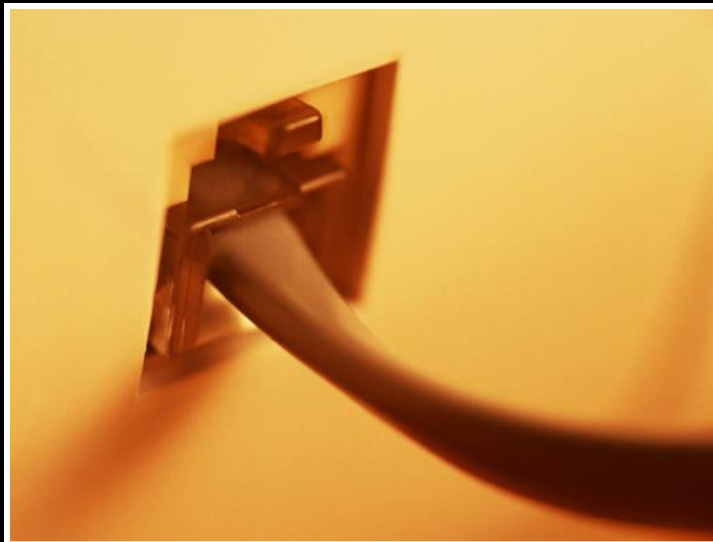


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Division of Communication and
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**Spring BEDS
Training**

THANK YOU

Division of Communication
&
Information Services

Iowa Department of Education